



**UNITED STATES DISTRICT COURT
JUROR INFORMATION LETTER
PHOENIX DIVISION**

Richard H. Weare
District Court Executive/Clerk of Court
Sandra Day O'Connor Courthouse, #100
401 W. Washington St., SPC 2
Phoenix AZ 85003-2118

You are on call as a juror in Federal Court. Please refer to your summons to determine the month for which you are on call. This letter explains reporting instructions and other important information. Please read it carefully and keep it until the end of your jury service.

Term of Jury Service: You are on call for a one-month period or until you serve on a trial during the month. District Court jurors for the Phoenix Division are selected from Gila, La Paz, Maricopa, Pinal and Yuma counties.

Reporting instructions: Call toll free **1-877-785-1415** on the date shown on your summons, and each weekend thereafter until you have been excused. Enter your 9-digit participant number (found above your name and address on your summons) and listen for your reporting instructions for the following week. You may call the recording anytime after 5:00 p.m. on Friday, or over the weekend until Monday morning. **Do not report on the date shown on your summons** - this is the date you begin calling for instructions. The automated phone system will not recognize your participant number if your questionnaire has not been returned and processed by the jury office. After returning your questionnaire, please wait until the week prior to your reporting date to check your status.

Your reporting status is available on our website at **www.azd.uscourts.gov** under **Juror Reporting Status**. Enter your 9-digit participant number and your 5-digit zip code. While logged on to our internet site, we encourage you to read the *Handbook for Trial Jurors* (click on "Juror Information") prior to reporting for jury service.

You must verify your reporting status after 5:00 p.m. the evening before you are scheduled to report. If you report after jury service has canceled, you will not be paid. It is your responsibility to check your reporting status each weekend and the evening before your reporting day. If you submit a request to be excused from jury duty, please verify that your request was granted by calling the automated phone system. Do not assume that because you submit a request to be excused that it will automatically be granted. **Failure to report to court as instructed may result in contempt of court, and you may be fined \$100 and/or imprisoned three days for noncompliance.**

Excused Days: If you will be unavailable certain days during the month, please note the days on the reverse side of the questionnaire under remarks. Trips/appointments that can be rescheduled are **not** valid excuses for missing jury duty.

Payment: You will be paid \$40/day for each day of jury attendance or travel, and 37.5 cents per mile (calculated based on your zip code) for your round-trip travel. If you reside over sixty (60) miles from the courthouse, you may stay in a hotel the night prior to jury selection. You will be paid the current subsistence rate for expenses and a lodging receipt must be produced. Please visit our website or call the jury office for the current rate. **Juror payment checks are mailed between the 10th and 15th of the MONTH FOLLOWING your service.**

Courthouse Location: 401 W. Washington Street, Suite 100. Enter the building from the East side and the jury assembly room is located on the 1st floor. The building opens at 8:00 a.m. **BE PREPARED TO SHOW A PICTURE I.D.**

Parking: Juror parking is available at 305 W. Washington Street, with entrance to the garage at 4th Avenue and Washington. This is directly to the east of the Courthouse. Please note that Washington is a one-way street heading west and 4th Avenue begins a one-way street at Washington heading south. Bring your parking ticket with you for validation.

Courtroom Attire: Proper dress is required for jurors. **NO** shorts, tank or halter tops, or rubber sandals are allowed. You will not be paid if inappropriately dressed. Since the courtrooms tend to be cool, you may also want to bring a sweater or light jacket with you.

Courthouse Regulations: Weapons, pocket knives, scissors, sharp objects, mace, etc. are not allowed in the courthouse. Beepers and cellular phones are allowed in the courthouse but must be turned to the vibrate/off mode while in the courtroom.

Please recognize that while every effort will be made to utilize all prospective jurors, it is possible that you will report to the courthouse and be dismissed because the case settles before trial. The presence of a jury is a persuasive factor in dispute resolution and therefore your appearance is very important whether or not you sit on a jury.

Under Federal Law, no employer may discharge, threaten to discharge, intimidate, or coerce any permanent employee because of the employee's jury service. An employer who violates this law is subject to a penalty of \$1,000, and payment of damages and attorney fees. If you are selected for jury duty, give a copy of this letter to your employer.